



**Department of
Early Education and Care**
THE COMMONWEALTH OF MASSACHUSETTS

VERIFICATION OF SCHOOL AGE WORK EXPERIENCE

(To be filled out by Employer)

Educator: _____

Educator Address: _____

Program (where experience was gained) _____

Program Address: _____

To be qualified by the Department of Early Education and Care, this educator must have verification of experience caring for school age children at least 5 years of age or children with special needs under age 16. The educator must be able to verify their experience for caring for children and/or their administrative experience. Please complete a separate section for each position held and each group. If the educator held more than two positions please copy this form. Return the signed and completed form(s) to the applicant above. Thank you.

Position: _____

Circle one age group:

5-8 years 5-14 years

Is this work experience _____ or practicum _____?

From: Mo/Day/Year to: Mo/Day/Year

____/____/____

____/____/____

Circle one type of year:

Full year School year

How many hours per week? _____

Did this position include administrative experience? Yes _____ No _____

Position: _____

Circle one age group:

5-8 years 5-14 years

Is this work experience _____ or practicum _____?

From: Mo/Day/Year to: Mo/Day/Year

____/____/____

____/____/____

Circle one type of year:

Full year School year

How many hours per week? _____

Did this position include administrative experience? Yes _____ No _____

I attest that the above information is, to the best of my knowledge, true and accurate.

Signature _____ Printed Name _____

Title _____ Date _____ Phone _____

School Age Qualifications

To work in a licensed school age child care program, the educator must have evidence of qualifications as required by 7.09(19)(a)1-4 Additional requirements for Large group and School Age Child Care programs serving school age children. There are four levels of qualifications: Assistant Leader, Group Leader, Site Coordinator and Program Administrator.

1. Assistant Leader

An Assistant Leader assists the group leader in carrying out his/her responsibilities, and must meet

one of the following:

- Be at least 16 years of age, work under the direct supervision of a group leader and (1) have a high school diploma or equivalent or (2) be enrolled in a high school program or equivalent.
- Be 18 years or older and work under the general supervision* of a Group Leader.

*** General supervision is defined as being on the same floor level in an adjacent space and the Group Leader is able to hear and/or see the Assistant Leader.**

2. Group Leader

- Must be at least 18 years old and
- Must meet one of the following:
 - Have a Bachelor's or Associate's degree and have three months of experience working with school age children.
 - Have a high school diploma or equivalent and six months of experience working with school age children including three months of supervised experience at a school age child care program.
 - Have nine months of experience with school age children including three months of supervised experience at a school age child care program.
- **In order for experience to be counted, it must be a minimum of 12 hours per week or if less than 12 hours a week, every block of 50 hours counts for one month.**

3. Site Coordinator

- Must be at least 20 years old and
- Must meet one of the following:
 - Have a Bachelor's Degree in Child Development, Early Childhood Education, Elementary Education, Child Guidance, Human Services, Nursing, Psychology, Physical Education, Recreation, Child Psychology, the Arts, Social Work, Sociology, or Child Care; and 6 months of experience working with school age children.
 - Have a Bachelor's Degree in any field or an Associate's Degree in Child Development, Early Childhood Education, Elementary Education, Child Guidance, Human Services, Nursing, Psychology, Physical Education, Recreation, Child Psychology, the Arts, Social Work, Sociology, or Child Care and have nine months of experience working with school age children.
 - Have a high school diploma or equivalent and one year of experience working with school age children.

School Age Qualifications

- **In order for experience to be counted, it must be a minimum of 12 hours per week or if less than 12 hours a week, every block of 50 hours counts for one month.**

Experience to be Group Leader or Site Coordinator may include the following:

- An EEC licensed school age program.
- An EEC licensed group child care program with documented evidence of having worked in a mixed preschool/school age classroom.
- A EEC licensed Family Child Care program with documented evidence of supervised experience by at least a qualified Site Coordinator. Supervised experience must occur every other month for the number of months required for the level of qualification.
- A licensed DPH camp.
- A public school as a paraprofessional or teacher.
- An approved private organized educational system.
- Experience that is of an instructional nature i.e. coaching, karate, dance instruction, or art lessons may count for 50% of the required experience.

➤ **Experience as a nanny, babysitter, Sunday School teacher or home schooling does not count as experience.**

4. Program Administrator

- Must be 21 years old and
- Must meet the qualifications of a Site Coordinator
- Must meet one of the following:
 - Have 6 months of administrative experience*
 - Have evidence of satisfactory completion of at least nine credits in management or administration in subject areas from an accredited institution of higher learning.
- Experience may include working in an EEC licensed child care program as a Director I or Director II with documented evidence of an EEC Preschool Lead Teacher Certificate.

*Evidence of administrative experience includes; any position of leadership that is responsible for administrative management, human resources, or finances of any business.

➤ The experience to verify a Group Leader's, Site Coordinator's or Program Administrator's qualifications must be recorded on the form "Verification of School Age Experience" and be maintained in the educator's file.